

# **SANDIACRE PARISH COUNCIL**

## **PRIVACY POLICY**

### **Your personal data – what is it?**

'Personal data' is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

### **Council information**

This Privacy Notice is provided to you by SANDIACRE PARISH COUNCIL which is the data controller for your data.

Clerk to the Parish Council

Sandiacre Parish Council Office, 19b Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

Email address: [clerk@sandiacreparishcouncil.org](mailto:clerk@sandiacreparishcouncil.org)

### **Personal data**

Personal data is any information about a living individual which allows them to be identified from that data, for example:

- Address
- Email Address
- Name
- Photograph
- Video

Identification can be by the personal data alone or in conjunction with any other personal data.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including, the General Data Protection Regulation (the 'GDPR') and other local legislation relating to personal data and rights such as the Human Rights Act.

The Parish Council will process some or all of the following personal data where necessary to perform its tasks:

- Aliases
- Contact details such as telephone numbers, addresses and email addresses
- Names
- Photographs
- Titles

Where they are relevant to the services provided by a Parish Council, or where you provide them to us, we may process information such as:

- Academic/Professional Qualifications
- Age
- Dependants

- Education/Work History
- Family Composition
- Gender
- Hobbies
- Marital Status
- Nationality

The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs and trade union affiliation.

**The Parish Council will comply with data protection law.**

This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure

**This section provides information about the third parties with whom the Parish Council may share your personal data.**

Third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

It is likely that the Parish Council will need to share your data with some or all of the following (but only where necessary):

- Charities
- Community Groups
- Contractors
- Derbyshire County Council
- Erewash Borough Council
- Other not for profit entities

For example, we may ask a commercial provider to publish and distribute newsletters on our behalf or to maintain our website database software.

On occasion, other Local Authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or community events.

**You have the following rights with respect to your personal data:**

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security.

In such cases we will need you to respond with proof of your identity before you can exercise these rights:

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- The right to lodge a complaint with the Information Commissioner's Office

### **What is the legal basis for processing your personal data?**

The Parish Council is a public authority and has certain powers and obligations.

Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Parish Council statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services.

We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Parish Council obligations to you.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Transfer of data abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

The Parish Council website is accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from abroad.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

### **Policy review.**

The next review is due to take place: 2020

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at the above address.